



Saskatchewan Nurses Foundation
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Saskatchewan Nurses Foundation 2017 Bursary Application Guide for CNA Certification Exams

Application Deadline:

September 30, 2017

***SNF supports educational
opportunities for continuing nursing
excellence in Saskatchewan***

www.SaskatchewanNursesFoundation.org

SNF Bursary Application Guide

This application guide contains all the information you need to complete the bursary application form for CNA Certification Exams. We recommend that you read this guide completely before starting to fill in the application form.

Application Deadline: September 30, 2017 (must be post marked by this date)

For more information contact the Saskatchewan Nurses Foundation

Website: www.SaskatchewanNursesFoundation.org

By mail: Saskatchewan Nurses Foundation
Box 27082 420 Albert St
Regina, SK S4R 2N8

By email: snf@accesscomm.ca

By phone: (306) 949-2936 (please leave a phone number where you can be reached in the evening as calls are often returned outside of regular business hours)

Introduction

Purpose

The Saskatchewan Nurses Foundation Bursary Program has been developed to:

1. foster excellence in nursing
2. further the contribution of the nursing profession to society

Administration

The Saskatchewan Nurses Foundation Bursary Program is administered by an appointed Awards Committee. This committee reviews the applications for individual awards based on criteria for the selection of recipients and funds

available, and identifies and recommends award recipients to the SNF Board for approval. The decisions of the SNF Board are final and not subject to appeal.

Maximum Bursary at a Program Level

1. Applicants are eligible to receive funding at this level for initial certification once.
2. The amount of the award paid can not exceed the cost of the certification examination fee. Awards may be made for full or partial funding.

Application Requirements

- 1 Completed applications for bursaries for CNA Certification Exam must be received or postmarked by September 30, 2017.
- 2 Applications must be completed fully, including a copy of the letter confirming the applicant has successfully passed the certification exam and a copy of the receipt of payment.
- 3 **Late or incomplete applications will not be considered.** It is the responsibility of the applicant to ensure that all required information has been submitted by September 30, 2017.

Repayment of Bursary

1. A recipient who has received a SNF bursary is required to work in Saskatchewan in a Professional nursing capacity for a period of one year for every \$2000.00 of bursary received or portion thereof.
2. Nurses granted a bursary must:
 - i) Notify the Executive Director of the Foundation of any change of name or address.
 - ii) Promote SNF's purpose as requested by the Board.
 - iii) Provide the Executive Director of the Foundation with an employment record covering the period of the required work commitment following completion of studies. The employment record shall include the complete name and address of the employers.

- iv) Be willing to have one's name released to the press and for other public relations purposes.

Eligibility Criteria – General Information

A nurse is eligible to apply for a CNA Certification Exam bursary if she/he:

1. Is currently registered as a practicing member of the Saskatchewan Registered Nurses' Association; and
2. has successfully passed the certification exam.

Completing the Bursary Application Form

You must complete the Saskatchewan Nurses Foundation Bursary Application for CNA Certification Exam form in FULL.

To avoid processing delays, please consider accuracy and legibility, and ensure that the application form and all additional documentation are complete before mailing.

The completed application form, together with a copy of the letter confirming the applicant has successfully passed the certification exam and receipt of payment must be mailed to the Foundation.

Completing the Bursary Application Form –You may complete this form on your computer and print the completed form or you may print it off as a hard copy and fill it in. Do **NOT** include a CV as part of your application form.

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General Information

- Ensure your name and address are legible.
- Include a home and business phone number and an email address. We may need to contact you if there is a problem with your application. These calls are often made outside of regular business hours.
- Check the appropriate box to indicate if you are currently registered as a practicing member with the SRNA.
- Include your SRNA registration number.

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Professional Nursing Experience

- Include all professional experience that you have had. Begin with your most recent employment and work backward. Please include a separate page if you do not have enough room. Do **NOT** include a CV as evidence of this information.

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CNA Certification Examination Information

- Indicate the CNA certification specialty for which the bursary is requested.
- Indicate the date of the certification examination.
- Indicate the certification number assigned to you..

Release

- Sign the release of information form.
- Include a picture that can be used for publication on the SNF website and in promotional activities. A picture can be emailed in **jpg format only** to snf@accesscomm.ca.

DID YOU REMEMBER TO:

- Complete all sections of the application form
- Sign and date your application form
- Include a copy of the letter confirming you have successfully passed the certification exam
- Include the receipt of payment.
- Sign the release of information form and either include a photo of yourself or email a photo in **jpg format only** to the Foundation.

NOTE: Applications will not be considered unless they are complete with the **original** signature of the applicant.

*You have now completed the Saskatchewan Nurses Foundation Bursary Application Form for CNA Certification Exam *